

LIVERMORE VALLEY JOINT UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Data Specialist - Special Education

CLASSIFICATION: CSEA

REPORTS TO: Executive Director of Special Education

BASIC FUNCTION:

The job of Data Specialist - Special Ed. is done for the purpose/s of coordinating information and data regarding local, SELPA, and state special education programs including collecting materials, compiling and organizing data, preparing reports, and reporting documents; providing instruction and advice to system users; analyzing problems and issues related student information for resolution; and producing a wide variety of statistical reports.

ESSENTIAL FUNCTIONS:

- Assists administrators and site staff regarding special education, information systems (SEIS), and CALPADS (e.g., authorization, access, read-only, passwords, etc.) for the purpose of ensuring staff has directions to access database information.
- Communicates information, working directly with the Executive Director of Special Education & Coordinator of Special Education, to SELPA administrators, other department administrators, administrative staff, teachers, staff, and the public (e.g., via email, telephone calls, computer software, printed materials, etc.) for the purpose of for the purpose of conveying information, providing assistance concerning the special education referral process and requirements, and ensuring accurate and current information in order to address inquiries and resolve issues.
- Maintains a wide variety of databases, reports, electronic documents, spreadsheets, files, records, and (e.g., SEIS, CALPADS, PowerSchool, IEP Alerts, eligibility verification, SEIS rollover at next year, record requests, enrollment data, student transfers, etc.) for the purpose of for the purpose of providing timely and accurate special education enrollment information in accordance with establish state and federal guidelines and legal requirements.
- Manages CALPADS report process (e.g., reviewing for accuracy, research, discrepancies, correct errors, communicate with service providers and teachers, prepare reports, etc.) for the purpose of ensuring District meets state, deadlines, and guidelines.
- Oversees operations for Special Education students in preschool, non-public, and private schools (e.g., data entry in CALPADS, SEIS, and PowerSchool fields for Special Education, etc.) for the purpose of performing registrar duties, ensuring accuracy, and adhering to establish state and federal guidelines.
- Participates in meetings, training, and workshops for the purpose of conveying and/or gathering information and ensuring staff and stakeholders are informed and up-to-date regarding current state and federal guidelines and requirements.
- Performs general clerical functions (e.g. Special Education filing a student records, answering telephone calls, maintaining student records, etc.) for the purpose of supporting office operation.
- Processes occupational referrals and assigns IEP staff on SEIS (e.g. occupational therapy,

behaviorist, psychologist, speech, pathologist, other providers, etc.) for the purpose of ensuring student information is available to interested parties.

- Produces various reports (e.g. District, SELPA, state, etc.) for the purpose of ensuring compliance with regulations regarding District Special Education Programs.
- Researches, analyzes, and reconciles variety of data related to special education students and/or documentation (e.g. abnormalities, enrollment, disability, demographics, ethnicity, IEP's, amendments, SEIS, PowerSchool, etc.) for the purpose of matching and maintaining accurate data, error correction for certifications, adhering to established procedures, and ensuring compliance with established Special Education Local Plan Area (SELPA) and state and federal guidelines and reporting requirements.
- Responds to inquiries from a variety of sources (e.g. SELPA, staff, service providers, teachers, etc.) for the purpose of ensuring district special education data is accurate, defensible, and compliant with state and federal guidelines.
- Reviews and verifies IEP information in SEIS is correct for new/existing students for the purpose of verifying adherence to State and CALPADS guidelines, communicate discrepancies to relevant staff, and creating and maintaining permanent student files.
- Tracks various measurements (e.g. SDC enrollment, sources in speech services, etc.) for the purpose of disseminating information to student services, educational services, and other relevant departments.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

SKILLS, KNOWLEDGE, AND ABILITIES

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include preparing and maintaining accurate records; operating office equipment including pertinent software applications; and classifying data and/or information.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include current generation office software; state management information systems; principles and techniques for creating and delivering reports; business telephone etiquette; and regulations and laws.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; working with frequent interruptions; adapting to changing work priorities; work as a part of a team; and working with detailed information/data.

RESPONSIBILITIES

Responsibilities include working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

MINIMUM QUALIFICATIONS:

EXPERIENCE: Job related experience with increasing levels of responsibility is preferred.

EDUCATION: High school diploma or equivalent.

EQUIVALENCY: A combination of education, training, and/or job experience necessary to perform the essential functions of the job.

REQUIRED TESTING: Pre-employment Test may be required.

CLEARANCES: Meet employment requirements as applicable with state, federal, local laws and Board Policy.

TERMS OF EMPLOYMENT:

- School year position
- Benefits: Medical, Dental and Vision Benefits are provided by the District in accordance with current contract language between CSEA and Livermore Valley Joint Unified School District

SALARY RANGE: CSEA salary schedule placement: Level 20

FLSA STATUS: Non-Exempt

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, 10% standing. This job is performed in a generally clean and healthy environment.

Completion by Human Resources

Board Approval Date –	
<input type="checkbox"/>	New Job Description/Reason: <input type="checkbox"/> Reclassification <input type="checkbox"/> Organization Needs
<input checked="" type="checkbox"/>	Revised Job Description
<input type="checkbox"/>	Revised Salary Placement
Change Effective date:	